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Reports 1-21-1

ACCOMPLISHMENTS OF THE RECORDS
MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE
CY - 1955

Reports Management

Developed plans for an Agency Reports Management Program and provided the following guides for its promotion and operation:

"An Introduction to Reports Management"
"Analyzing Requirements for Administrative and Management
Reports"
"Operating an Area Reports Management Program"

As a direct result of this staff work:

1. The installation of a DD/S program is in process. Accomplishments to date include:
 - a. Establishment of controls over the creation of new requirements for reports.
 - b. Disclosure of over fifty questionable reports submitted to components or agencies outside DD/S Offices and Staffs
 - c. Substantial improvements in activity reports in the Offices of Logistics and Personnel, and the reduction in frequency of these reports from weekly to monthly (Logistics) and from weekly to biweekly (Personnel).
 - d. Cancellation of the Vehicular Status Report required by the Office of Logistics from Area Divisions at an annual cost of 224 man hours.
2. The installation of a DD/I program is under way. An area-wide inventory of 127 requirements for reports pointed up 30 that are questionable.
3. Plans and a proposed regulation for a DD/P program, based on guides furnished by the Records Management Staff, have been developed by the SSA-DD/S.

Correspondence Management

Developed plans and guides, conducted studies, lectured, distributed literature, and provided staff assistance to promote the practice of correspondence management throughout headquarters. This staff work resulted in:

1. Greater adherence to standards for the efficient preparation and handling of correspondence.

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2. A card index of 76 types of repetitive inter office correspondence on which to base a continuing study to reduce correspondence costs.
3. Increased use of form and pattern correspondence.
4. Greater emphasis on effective writing.
5. Use of time-saving Letterex. Over five million sheets will be used this fiscal year for a saving of approximately 7,000 hours in clerical effort.
6. Recommendations for improving the forms and procedures used in preparing dispatches, which should result in faster training of personnel who prepare dispatches, further reductions in cable traffic, and estimated labor savings of \$19,000.

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